31 October 1973

MEMORANDUM FOR: Director of Security

SUBJECT:

No-Escort Badges for Community Related

Activities

Howard,

For some time I've been aware of the increasing number of requests this Staff is submitting to you for the issuance of No-Escort badges. I am also aware of the necessity for close monitoring of these to assure they are serving the best interests of the Community as well as CIA's physical security responsibilities. As the result of my concerns \_\_\_\_\_\_\_ of my staff discussed possible solutions with you. She has now had additional contact with the Physical Security Office and I would agree that the present badge system which by color distinguishes visiting personnel from CIA employees is partially adequate. Is it possible that an "IC" or some such symbol could be impressed on those badges issued for Community-related activities?

I want to hold the number of courtesy badges which ICS requests to a minimum, and will advise you of termination dates for those requested for Special Study purposes during selected periods of the year. It is my understanding that you will look to our administrative group to retrieve expired badges promptly.

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MEMORANDUM FOR:

SUBJECT

: Intelligence Community Staff Travel

1. To enhance managerial control and eliminate unnessary
procedures, effective will act as
the central coordination point for travel performed by IC personnel.
In this capacity will be responsible for authorizing
both foreign and domestic travel as routinely performed in accordance
with existing applicable government regulations may
when necessary, authorize on behalf of D/DCI/ICS, first-class air
travel and reimbursement on actual subsistence
basis

2. Procedurally, Standard Form 540a, "Travel Order Work Sheet", will be prepared for the Group Chief's signature (or in his absence-his deputy), as Requesting Officer, providing therein all necessary information on the proposed travel. Space is provided on the form for internal ICS Coordination Signatures as deemed appropriate by the Requesting Officer. This form will be forwarded to \_\_\_\_\_\_\_for authorization. The work sheet then will be forwarded to the AO/DCI for processing and preparation of required documentation. The AO/DCI will advise the traveler directly of availability of advances, instructions for accountings, and any other support required.

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16 October 1973

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each Monday, Wednesday, and notified. The purpose of these programs and activities and matitems.  2. Further, each of the grant should schedule specific times cussions of their activities, patthe D/DCI/IC chain. In this cowill be prepared each Friday b D/DCI/IC over my signature.	meetings will be to review IC ake appropriate assignments for oup chiefs and others designs on my calendar for one-to-on pers or other actions moving ontext, a weekly report on all and go forward	e otherwise Staff or action  ated e dis- through activity d to  STAT
3. In general, I shall try intension to pull together and d of work for IC consistent with and D/DCI/IC; and to work with coordinated and responsive IC	the instructions received from h each of you to provide a sing	program n the DCI
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Approved For Release 2005/03/24 : CIA-RDP80M01133A000700130033-2

GENERAL SCHEDULE October 1973

Grade	Annual rates and steps									
	1	2	3	4	5	6	7	8	9	10
GS - 1 GS - 2 GS - 3 GS - 4 GS - 5 GS - 6 GS - 7 GS - 8 GS - 9 GS -10 GS -11 GS -12 GS -13 GS -14 GS -15 GS -16 GS -17 GS -18	\$ 5,017 5,682 6,408 7,198 8,055 8,977 9,969 11,029 12,167 13,379 14,671 17,497 20,677 24,247 28,263 32,806 37,976* 43,926*	\$ 5,184 5,871 6,622 7,438 8,323 9,276 10,301 11,397 12,573 13,825 15,160 18,080 21,366 25,055 29,205 33,899 39,242*	\$ 5,351 6,060 6,836 7,678 8,591 9,575 10,633 11,765 12,979 14,271 15,649 18,663 22,055 25,863 30,147 34,992 40,508*	\$ 5,518 6,249 7,050 7,918 8,859 9,874 10,965 12,133 13,385 14,717 16,138 19,246 22,744 26,671 31,089 36,085* 41,774*	\$ 5,685 6,438 7,264 8,158 9,127 10,173 11,297 12,501 13,791 15,163 16,627 19,829 23,433 27,479 32,031 37,178* 43,040*	\$ 5,852 6,627 7,478 8,398 9,395 10,472 11,629 12,869 14,197 15,609 17,116 20,412 24,122 28,287 32,973 38,271*	\$ 6,019 6,816 7,692 8,638 9,663 10,771 11,961 13,237 14,603 16,055 17,605 20,995 24,811 29,095 33,915 39,364*	\$ 6,186 7,005 7,906 8,878 9,931 11,070 12,293 13,605 15,009 16,501 18,094 21,578 25,500 29,903 34,857 40,457*	\$ 6,353 7,194 8,120 9,118 10,199 11,369 12,625 13,973 15,415 16,947 18,583 22,161 26,189 30,711 35,799 41,550*	\$ 6,520 7,383 8,334 9,358 10,467 11,668 12,957 14,341 15,821 17,393 19,072 22,744 26,878 31,519 36,741*

<sup>\*</sup> The rate of basic pay for employees at these rates is limited by section 5308 of title 5 of the United States Code to the rate for level V of the Executive Schedule (as of the effective date of this salary adjustment, \$36,000).

Next 4 Page(s) In Document Exempt